



Town of Buckeye Human Resources Department JOB POSTING

090-06 PLANNING INSPECTOR

NUMBER OF VACANCIES: 1
DEPARTMENT: Community Development
PAY GRADE: 52 Non-Exempt
DAYS WORKED: Monday - Friday
TYPE OF POSITION: Full-Time – Classified

POSTING DATE: August 30, 2006
WORK LOCATION: 90 N. Apache Rd.
SALARY RANGE: \$18.59 - \$27.47 per hour
HOURS WORKED: 8:00 am to 5:00 pm

POSITION CLOSES: Open Until Filled

☐ Internal Only

☒ Internal / External

Application Process

All interested persons must submit a completed and signed Town of Buckeye job application to the Town of Buckeye Human Resources Department no later than 5:00 p.m. on the closing date at:

508 E. Monroe Avenue
Buckeye, AZ 85326
Telephone: (623) 349-6250
Fax: (623) 349-6270

TDD (For the hearing impaired only): (623) 349-6400

The Town job application can be completed online at our Town website www.buckeyeaz.gov by clicking on the “Job Opportunities” menu or obtain an application from Human Resources Department. We are an equal opportunity employer.

GENERAL PURPOSE: Under general supervision, performs field inspections of new subdivisions, single and multi-family and commercial projects to ensure compliance with project stipulations and code requirements.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Inspects new subdivisions, model home complexes, single and multi-family and commercial projects for compliance with project stipulations, hillside ordinance, Native Plant ordinance and onsite signage, grading and drainage requirements.
- Inspects site fences and retaining walls for compliance with approved plans and details; and landscaping and irrigation systems on commercial projects and projects within the Public Right of Way for compliance with approved plans.
- Ensures proper techniques are followed within the Native Plant relocation process.
- Reviews plans to ensure construction is in compliance with Final Plans and performs plan review and inspection for residential building and structures are under the jurisdiction of the Town’s building code. Performs plot plan review, as directed.

(Job posting continues on back and/or next page.)

- Accesses information to research building permits, inspection records and/or zoning files and enters inspection results using a personal computer.
- Processes variances and is responsible for conducting Board of Zoning Adjustment (BZA) meetings. Serves as the Hearing Officer for the BZA. Attends meetings, conferences and workshops as necessary.
- Investigates and responds to citizen complaints and concerns.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED required. One – three years experience as a zoning inspector, with at least one – three years in two of the following areas: zoning inspections, zoning code enforcement, urban planning landscape architecture, landscaping and/or the inspection of such disciplines in a field construction environment; or coursework in Urban Planning, Landscape Architecture, Urban Geography, Architecture or related field; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of Town policies and procedures.
- Knowledge of applicable statutes, rules, ordinances, codes and regulations.
- Knowledge of the principles of record keeping and records management.
- Skill in interpreting various technical documents and plot plan specifications.
- Skill in reading, interpreting, understanding and applying Town's Development Code, General Plan, 2006 Family of Codes (IBC, IRC), and Town policies and procedures.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in operating a personal computer utilizing various business software.
- Skill in effective oral and written communication.

Special Requirements: Possession of a valid Arizona Drivers License required. ICC Zoning Inspection Certification required (if don't possess at time of hire must obtain within 12 months of hire).

Physical Demands / Work Environment: Outdoors (construction sites) and standard office environments.

Reports To: Chief Building Official

Supervision Exercised: None

FLSA Status: Non-Exempt